

EMPLOYEE TRAINING RECORD		
TRAINING TITLE     An Ounce of Mowing Prevention		
<div>KEY TEACHING POINTS</div> <ul style="list-style-type: none"><li>• Each time you use a mower, check the levels on engine oil, transmission oil, and fuel; make sure the engine air cleaner and air intake screens are free from dust, debris and dirt.</li><li>• Shut the engine off before servicing. On riding equipment, disconnect the battery ground cable before working on the electrical system.</li><li>• Keep all parts in good condition and fastened in place.</li><li>• Replace worn or broken parts immediately. Keep guards and safety shields in place.</li><li>• If you hit an object while mowing or trimming, stop the machine. Inspect and fix any damage before continuing.</li><li>• For tractors with implements, lower the implements to the ground, lock the parking brake, relieve any built-up hydraulic pressure, and shut off the engine before leaving the operator's seat or when storing equipment.</li><li>• Before working on or near any part of the engine; shut it off and let it cool down so you don't burn yourself.</li><li>• Always lower implements before working on them. If you must work on them in the raised position, secure them properly.</li><li>• Keep hands away from pinhole leaks and nozzles that can eject fluids under high pressure. Use a piece of cardboard or paper to search for leaks. Don't use your hand.</li><li>• Do not attempt to mount or change a tire unless you have the proper equipment and experience to do the job.</li><li>• Review the operator's manual to be sure you are familiar with all controls.</li><li>• Keep all safety devices, switches, guards and shields in place and in good working condition.</li><li>• Remove any objects that might be thrown by the mower blades. Keep people away from the mowing area.</li><li>• Never carry passengers on riding equipment.</li><li>• Mow up and down the slope with riding equipment on hill sides, not across. Avoid sudden stops or starts.</li><li>• To avoid tipping, slow down on sharp turns. Stay clear of steep hills and drop-offs.</li><li>• Before dismounting stop the engine and make sure any attachments have stopped moving.</li><li>• Turn off attachments when transporting or not in use.</li><li>• Use proper balancing techniques to make sure attachments are counter-weighted to prevent the machine from tipping over.</li><li>• Take the ignition key with you when you are finished mowing.</li><li>• Check the fuel supply and be sure to add the right type of fuel to the tank.</li><li>• Handle fuel with care. Leave cigarettes, matches and lighters inside so you are not tempted to light up.</li><li>• Wear close-fitting clothes, long slacks and closed-toe shoes with traction soles for protection.</li><li>• Loose clothing can snag on controls and get caught in moving parts. Tuck in your shirttail and avoid dangling jewelry and flowing scarves.</li><li>• Protect yourself from objectionable or uncomfortable loud noises by wearing earmuffs or earplugs.</li><li>• Always wear eye protection and a hard hat when operating a mower, edger or line trimmer to avoid possible injury from thrown objects.</li><li>• Never add fuel when the engine is running or hot. Add fuel outdoors, where there is plenty of ventilation.</li><li>• Clean up any spilled fuel immediately. Move the mower away from the spill before starting the engine.</li><li>• Lower all implements before storing the machine.</li><li>• Store mowers indoors, in a dry, open area, out of the reach of children. Don't store the mower in an enclosed place where fuel fumes may accumulate or be exposed to an open flame spark or pilot light.</li></ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Shut the engine off before servicing.		
2 Lower all implements before storing the machine.		
3 Protect yourself from objectionable or uncomfortable loud noises by wearing earmuffs or earplugs.		
4 Turn off attachments when transporting or not in use.		
5 Mow up and down the slope with riding equipment on hill sides, not across.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE
1 T 2 T 3 T 4 T 5 T		